



January 2014

### **Successful Deployment of ACE Functionality**

U.S. Customs and Border Protection (CBP) commenced the new year with the successful implementation of new and enhanced features to the Automated Commercial Environment (ACE). CBP incorporated additional core trade processing capabilities announced in the [ACE Development and Deployment Schedule](#) delivered as part of the ACE deployment on January 4, 2014. With Deployment B, CBP expanded existing ACE functionality with enhanced features that include:

- **ACE Cargo Release**
  - Expansion of the ACE Cargo Release pilot to include foundational capabilities for ocean and rail manifest shipments
  - Processing of In-bond transactions with partial quantities initially for air shipments
  - Build-out of ACE Cargo Release data, extending the Customs and Trade Automated Interface Requirements (CATAIR) to specify required data elements, syntax and format, and enabling the build out for additional entry transactions
- **ACE Entry Summary**
  - ACE Entry Summary validations for simple duty calculations, i.e., duty calculations on entry summary lines with a single Harmonized Tariff Schedule (HTS) classification
- **Partner Government Agency (PGA) Integration**
  - Expansion of the PG00 record to reduce data duplication by the trade filer
  - Single Accept/Reject message for the filer for cargo release response from CBP and PGAs

CBP continues to work diligently on future ACE development and is committed to deliver high quality ACE capabilities to the trade community. During this time, CBP strongly encourages trade partners to transition over to ACE Entry Summary filing and preparing for the mandatory use dates of ACE, available in the [ACE Development and Deployment Schedule](#).

For additional information on ACE development and planned deployments, please visit the "What's New with ACE?" page of [CBP.gov/ACE](http://CBP.gov/ACE) or click on the hyperlinks above. CBP will continue to provide updates on ACE deployments via the Cargo Systems Messaging Service (CSMS) and [CBP.gov/ACE](http://CBP.gov/ACE).



January 2014

### **NCBFAA Sponsored ACE Software Vendor Session Reminder (CSMS #14-000050)**

On December 10, 2013, CBP announced that the National Customs Brokers and Forwarders Association of America (NCBFAA) had invited CBP to present upcoming programming changes for new functionality scheduled to be delivered as part of ACE. The meeting is scheduled for February 25, 2014 at the Westin Baltimore/Washington-BWI Airport. This will be a full day session scheduled from approximately 7:15 am – 5:00 pm. Topics will include operational and technical changes related to Entry Summary Accounts and Revenue (ESAR), Cargo Release (including the PGA Message Set), Exports and E-Bond.

Final documents, presentations, and the agenda will be available from NCBFAA prior to the sessions. These sessions will be very valuable in preparing importers, exporters, brokers, carriers, and their software developers for the upcoming deployments of ACE functionality. CBP encourages your participation in this session.

Please check the [NCBFAA website](#) for additional information on registration and hotel reservations. Trade participants are encouraged to register and make their hotel reservations as soon as possible.

Questions should be submitted to the following NCBFAA representatives:

- Barbara Reilly at [br@ncbfaa.org](mailto:br@ncbfaa.org) (202-466-0222)
- Kim O'Beirne at [meetings@ncbfaa.org](mailto:meetings@ncbfaa.org) (202-466-0222)

### **Tips for Broker Employee Data Upload**

CBP has recently learned that some brokers have run into difficulties using the Broker Employee Data Upload capability and would like to provide some helpful tips to ease the process of adding employee data records into brokers' ACE Portal accounts.

Background: On August 17, 2013, CBP deployed new capabilities providing brokers with ACE Secure Data Portal access to download a template to simultaneously add, edit, and delete multiple employee records into their account. Prior to the employee data upload capability, ACE users could only add employee data records one at a time. To improve this record-keeping process, CBP developed and launched upload capabilities to ACE broker accounts to assist the trade community.

Currently, ACE users can add individual broker employee records into their ACE Portal accounts, following a manual four-step process, or they can choose to use a downloadable template containing multiple employee records. To successfully upload broker employee data records using the template, please ensure that:



January 2014

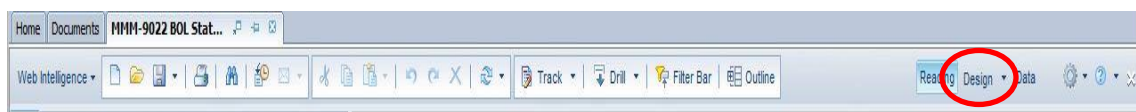
- All broker permit levels are completed with company and point of contact information.
- All active broker permits are correctly listed in the ACE Portal account list. If any permits are missing or listed incorrectly, please notify the local Broker Management Office so they can add or correct the permit.
- All required employee data record fields are populated. All required elements are denoted by an asterisk next to its respective field name.
- After adding the required information, select “CTRL + S” to save the template instead of using the “Save As” option from the spreadsheet software’s main menu. The system will create two separate data files (a Microsoft Excel [.xls] and a comma separated value [.csv]) to the location where the template is saved. A confirmation message should display at the end of the save process.
- The .csv format of the template file is used to upload broker employee data records into the ACE Portal.

For additional information on the broker employee data upload capabilities, please visit the “How to Get Started Using ACE” page of [CBP.gov/ACE](http://CBP.gov/ACE) and click on “ACE Training and Reference Guides” or you may download a copy of the [Broker Employee Data Upload Quick Reference Guide](#) directly by clicking on the hyperlink above.

### **New Process for Modifying ACE Reports**

Concurrent with the November 2, 2014, ACE Deployment A, CBP applied a software update to the ACE reporting tool that impacted the way users navigate and run ACE reports. One of the update changes included a much simpler way to access and modify ACE reports. Within the previous interface, users had to launch standard or saved reports through “modify” mode to adjust report elements standard to the report. Within the current interface, users now have the option of selecting “modify” from a right-click menu displayed when an ACE report is selected from “My Favorites” folder in the “My Document” navigational panel. Alternatively, users can run a standard report and later switch over to work in a different mode available to modify reports. To use the new procedure to modify reports:

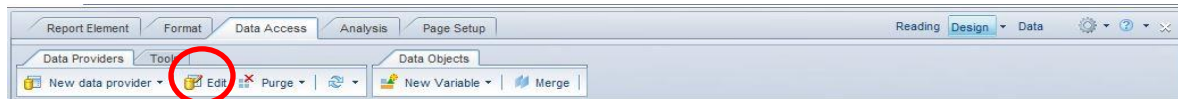
- Launch the appropriate ACE Report from “Public Folders.”
- When the report prompts display, click on the **Cancel** button to display an empty report in “Reading” mode.
- From the report’s main toolbar, click on **Design** to switch modes





January 2014

- Once “Design” mode is displayed, click on the **Data Access** tab and select **Edit** from the “Data Providers” tab.



- The “query panel” displays providing access to all objects in the report’s universe and the ability to choose which objects to display and filter.
- At the end, click on the **Run Query** button to obtain report data and drag in the new elements added to the report.

For additional information on running ACE Reports or to access ACE Reports training documentation and webinars, please visit the “How to Get Started Using ACE” page of [CBP.gov/ACE](http://CBP.gov/ACE) and click on “ACE Training and Reference Guides” and then on “[ACE Reports](#)” or you may click the hyperlink above.

### **Recent ACE Updates**

*Please note that it may be necessary to copy and paste the hyperlinked URLs to your internet browser.*

### **New ACE Export Manifest Documentation Available**

CBP has posted draft versions of air, ocean and rail [ACE Export Manifest Implementation Guidelines \(IGs\)](#) to CBP.gov in support of export manifest capabilities being integrated into ACE in the January 2015 deployment. The drafted ACE Export Manifest IGs include:

- Draft Export Air CAMIR
- Draft Export Ocean CAMIR
- Draft Export Ocean X12
- Draft Export Rail X12

CBP encourages users to review the drafted ACE Export Manifest Implementation Guidelines and provide comments to the following Trade Support Network (TSN) Trade Co-Chairs of the Export, Multiple-Modal Manifest, or ITDS Committees:

- Export Committee – Michael Ford ([mford@bdpnet.com](mailto:mford@bdpnet.com))
- Multi-Modal Manifest Committee – Tim Perry ([tim\\_perry@apl.com](mailto:tim_perry@apl.com))
- ITDS Committee – Sandra Scott ([sandra.scott@sekologistics.com](mailto:sandra.scott@sekologistics.com))

To access the draft versions of the ACE Export Manifest Implementation Guidelines, please visit the “Exports” page of [CBP.gov/ACE](http://CBP.gov/ACE) or click on the hyperlink posted at the beginning of this message.



January 2014

### **Updated ACE Documentation Available on CBP.gov**

CBP has posted an updated version of the [Information Notice for Trade Community – ACE Deployment B](#) document to CBP.gov. This updated notice, providing information on the ACE Deployment B capabilities (January 4, 2014), includes minor modifications under ACE Cargo Release capabilities. To access this document, please visit the “What’s New with ACE?” page of CBP.gov/ACE, or to download a copy directly, click the hyperlink above.

### **Reminders of the Month**

#### **ACE Entry Summary Filing Documentation Reminder**

CBP would like to remind the trade community of available ACE Entry Summary instructions, process and policy documentation posted to CBP.gov. The [ACE Entry Summary Instructions](#) document provides entry summary field descriptions and data requirement information and the [ACE Entry Summary Business Process](#) document outlines the entry summary workflow and processes in ACE.

To access the ACE Entry Summary Instructions and the ACE Entry Summary Business Process documents, please visit the “Entry Summary” page of CBP.gov/ACE and click on “ACE Entry Summary Process and Policy,” or to download a copy directly, click on the hyperlinks above.

#### **ACE Portal Account Setup Reminder**

Trade Account Owners (TAOs) are also reminded of the need to complete all portlet levels inside your ACE Portal account with company and contact information. Providing updated contact information will facilitate faster communication between CBP, PGAs and ACE portal account users. Additionally, certain hyperlinked features and information will not be displayed until contact information is completed.

### ***Your Question:***

#### **How do I know which address to use when adding employee records to my ACE Portal Account’s Broker Permit level?**

The telephone number field in the “Employees” tab is marked with an “H” for Home or a “W” for Work to indicate which address to use when creating broker employee data records in the ACE Portal.